



PLANNING AND ZONING DEPARTMENT

PUD MASTER PLAN CHECKLIST

This checklist is designed to aid both the Applicant and the City in the processing of the a Planned Unit Development (PUD) Master Plan application. Information relative to PUD Master Plan can be found in Article 15 of the Zoning Ordinance.

- ☐ One check for \$1,500.00 and other applicable fees as determined by the City
- ☐ One completed application with an original signature from the Applicant and the Owner
- ☐ One copy of the recorded ownership interests including liens, encumbrances, and title certification in the form of current title policy, title opinion, or title report. Warranty deeds will no longer be accepted for proof of ownership.
- ☐ Written statement describing the character and intended use of the PUD and setting forth the reasons why the PUD would be in the public interest and consistent with the City's stated purposes of a PUD
- ☐ Written narrative specifically calling out all zoning relaxations being requested through the PUD and identifying the private and public benefits of the PUD
- ☐ Certified envelopes addressed to property owners within 750 feet of the subject site. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- ☐ One copy of utility letters from electric, water, sewer, phone, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- ☐ FAA Form 7460-1 shall be submitted to the Airport Manager for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport
- ☐ One current boundary/topographic survey of the property containing a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- ☐ Site Plan shall include but not be limited to the following:
 - A vicinity map to appropriate scale and north arrow
 - Proposed uses of the land and buildings
 - A Site Data Table shall include but not be limited to:
 - Current zoning
 - Lot size in square feet and acres
 - Proposed building height in stories and feet
 - Proposed number of dwelling units
 - Proposed number of dwelling units per acre
 - Proposed impervious coverage in square feet and percentage of lot
 - Proposed yard setbacks
 - Proposed floor area ratio
 - Proposed building coverage in square feet and percentage of lot
 - Proposed landscape area in square feet and percentage of lot
 - Proposed number of parking spaces including handicap spaces
 - Proposed number of handicap parking spaces

- Relationship of the site to existing development in the area including streets, adjacent driveways, median breaks, utilities, residential and commercial developments, and physical features of the land
- Provisions for parking vehicles and the function and location of vehicular facilities
- Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures
- Any additional data or specifications the Applicant or City may believe are pertinent to the proposed PUD
- ☐ Preliminary Landscape Plan
 - Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed concept plan and indicate the trees to be preserved and removed.
- ☐ Conceptual Building Elevations
- ☐ Residential Lot Layout (if applicable)
- ☐ Open Space Plan
- ☐ Bicycle/Pedestrian Circulation Plan
- ☐ Phasing Plan for projects being developed over a period of years
- ☐ Traffic Impact Study when any one of the following development densities are exceeded:
 - Residential – 150 dwelling units
 - Retail – 25,000 square feet (gross)
 - Office – 60,000 square feet (gross)
 - Industrial – 90,000 square feet (gross)
 - Educational – 30,000 square feet (gross) or 250 students
 - Lodging – 150 rooms
 - Medical – 25,000 square feet (gross)
 - Mixed use sites - when the combination of uses exceeds the thresholds above
- ☐ Plans submitted shall include but not be limited to:
 - Project name
 - Date of plan preparation including all revision dates
 - Appropriate scale
 - North arrow
 - Preparer's name, phone number, and fax number
 - Owner's name
- ☐ Five full size, folded copies of all required plans